

**Holmdel Township Board of Education**  
**Special Services Committee**  
**Meeting Notes for December 15, 2010**

**Present:** Board Members: Ana M. Vander Woude—Chair, Phyllis Pascucci, Chiung-yin Liu and Dennis Pavlik  
Administrator: Meryl Gill

**Absent:** Barbara Duncan

**1. Nursing Plan:** The district is required annually to submit to the county superintendent a plan on the current state of nursing in the school district. The plan includes statistical information as to the services provided by our nursing staff and (if necessary) copies of the correspondence/notifications distributed to students. The information contained in the plan covers the period of September to December 2010. This committee reviewed the nursing plan and recommended that its submission to the county superintendent be approved by the full board.

**2. Adequate Yearly Progress (AYP) Update:**

- a. Village School, Indian Hill School and Satz School failed to meet AYP safe harbor this year due the Special Education percentages.
- b. Consequently an action plan has been initiated to target those classified students who fall within the range of 190 to 210 (200 is deemed proficient). Specifically, the plan will infuse greater test preparation strategies into the students' day that will, for example, reduce test anxiety and acclimate them to sitting for a test for long periods of time. The goal is not to teach to the test.
- c. To facilitate the plan, test preparation books have been purchased and benchmark tests will be reviewed.
- d. The test preparation strategies will be provided to all students, not just the targeted group, thereby helping all district students.

**3. Items for the Good of the Order:**

- a. Meryl Gill informed the committee that all district nurses and nurse assistants will receive CPR refresher training in February. The committee was informed that such training is currently not provided for all staff. The committee queried as to whether or not such training could be offered to staff on a volunteer basis outside of the school day.

**4. Next Meeting:** Wednesday, January 19, 2011, at 11a in the Upper Library Conference Room, Holmdel High School.

**Respectfully submitted,**

**Ana M. Vander Woude**